



**TOWN OF STRATHAM  
DEPARTMENT OF PUBLIC WORKS**

**Request for Proposal**

**RFP # 04-26-01**

**Stratham Hill Park Fire Tower Restoration and Protective Recoating**

**Documents Included**

*Request for Proposal*

*Project Details*

*Key Dates*

*Submitting Requirements*

*Evaluation Criteria*

*References*

*RFP Receipt Acknowledgement*

***Proposals Due by June 26<sup>th</sup>, 2026***



**REQUEST FOR PROPOSAL**  
**TOWN OF STRATHAM**  
**DEPARTMENT OF PUBLIC WORKS**

**Stratham Hill Park Fire Tower Restoration and Protective Recoating**

The Town of Stratham is requesting proposals from qualified contractors for restoration, surface preparation, and protective recoating work at the Stratham Hill Park Fire Tower, located at 270 Portsmouth Avenue, Stratham, NH 03885. This project is intended to address documented deterioration at the structure, protect the tower from further corrosion, and extend the useful life of the facility.

The Town reserves the right to request additional information or clarification of any submitted proposals. Proposals and pricing must remain open for sixty (60) days. This solicitation will become an addendum to any resultant contract.

The RFP is available on our website at

[https://www.strathamnh.gov/departments/administration/bids\\_rfps\\_for\\_sale/index.php](https://www.strathamnh.gov/departments/administration/bids_rfps_for_sale/index.php)

Proposals will be reviewed in accordance with the Evaluation Criteria stated within this RFP. This RFP supersedes all other proposals, oral and written, and all negotiations, conversations, or discussions between the Town and any other entity related to the subject matter. The award of the contract shall be made to the proposer offering the best overall value to the Town of Stratham, as determined solely by the Town, and shall not necessarily be awarded to the lowest-priced proposal. The Town reserves the right to consider all factors it deems pertinent to the Town's interests and to make an award that, in its judgment, best serves the public good.

Interested firms should submit five (5) paper bound copies of the proposal and one (1) copy of the sealed bid price with the submission to the following address:

Town of Stratham NH  
Attn: Department of Public Works  
10 Bunker Hill Avenue  
Stratham, NH 03885

They shall also submit an electronic copy of the proposal in PDF format provided via email to [admincoordinator@strathamnh.gov](mailto:admincoordinator@strathamnh.gov) or on a USB jump drive (also known as a thumb drive). The electronic file name should contain the project name and the submitting firm. The sealed proposal shall be plainly and clearly marked with the project name and the name of the firm submitting the proposal. Interested firms are encouraged to submit succinct, well-organized proposals where the requirements of this RFP can be easily identified. Sealed proposals are due by June 26<sup>th</sup>, 2026, by 3:30 PM, either by mail or personal delivery. Proposals received after that due date and time will not be considered.



## PROJECT DETAILS

### INTRODUCTION:

The Stratham Hill Park Fire Tower is an approximately 62-foot steel tower structure originally constructed in 1931 by the N.H. Department of Forests and Lands on property that had been donated as a community park in 1905. The steel tower, with a public observation platform at the 45' level has a 10'x10' cab with no catwalk. Staffed by the state until 1976, it is now maintained by the Town of Stratham. The original wooden cab was burned in 1997 and replaced with a metal cab. The tower was last painted in 2011.

After a structural walk-through performed in September of 2023, deterioration was identified for anchor rod nuts, isolated concrete spalling at the east footing, deterioration of the protective coating system, and corrosion concerns at multiple connection points.

The selected contractor shall provide all labor, materials, equipment, supervision, access means, containment, surface preparation, coatings, cleanup, and related services necessary to complete the work described herein in a safe manner.





## SCOPE OF SERVICES

The scope of work generally includes, but is not limited to, the following tasks:

### General Construction:

- Provide all labor, materials, tools, lifts, equipment, traffic or pedestrian control measures, fall protection, and supervision necessary to complete the project.
- Perform all work in accordance with any necessary structural assessments that may update the scope of work to be performed outlined below, as well as applicable manufacturer requirements, OSHA standards, and state and local codes.
- Replace all anchor bolt nuts and replace anchor bolts where required due to deterioration, damage, or inability to safely reuse existing rods.
- Repair the concrete spall at the east footing using materials and methods appropriate for exterior structural concrete repair.
- Prepare the steel tower framing for recoating, with special emphasis on gusset plate connections and areas of active corrosion.
- Apply a complete protective coating system to the steel tower in accordance with the coating manufacturer's recommendations.
- During preparation and recoating, identify any loose bolts, visible section loss, cracked members, or other deterioration observed in the field and notify the Town immediately.
- Protect all existing items not scheduled for work, including signage, antennas, grounds, and surrounding park features.
- Provide daily cleanup and final cleanup of all debris, waste materials, and temporary protection measures in accordance with all applicable regulations.
- Provide close-out documentation, including product data, warranty information, touch-up materials if applicable, and a punch list response.

### SPECIFIC WORK REQUIREMENTS:

#### Initial Assessment:

- The contractor shall evaluate current conditions and include any recommendations outside of the listed scope of work within this RFP in their proposal.

#### Radio Equipment Coordination

- The Contractor shall be responsible for coordinating with all owners of radio, antenna, and communication equipment attached to the Fire Tower, including but not limited to NHDOS. The Contractor shall coordinate the temporary removal, protection, storage, and reinstallation of all equipment as necessary to complete the work. Coordination shall be performed in a manner that minimizes disruption to communications systems, particularly dispatch radio operations. All labor, equipment, coordination, and incidental costs associated with this work shall be included in the proposal.



### **Anchor Assemblies:**

- All existing anchor rod nuts shall be removed and replaced. Existing anchor rods may only be reused where they are determined to be sound and where nut removal does not damage the rod. Any anchor rod with significant section loss or damage shall be replaced.

### **Concrete Repair:**

- Repair the concrete spall at the east footing. Contractor shall prepare the substrate, remove unsound material, and restore the footing corner to a durable condition suitable for exterior exposure.

### **Surface Preparation:**

- Surface preparation is critical to the project. The contractor shall mechanically remove loose rust, peeling coating, and deteriorated material, especially at gusset connections and locations where rust is occurring between plates and angles. If needed to achieve proper preparation in difficult-to-access areas, the contractor shall include alternate means such as localized abrasive blasting or other appropriate methods.

### **Protective Coating:**

- Provide and apply a protective coating system suitable for exterior structural steel exposure. The proposal shall clearly identify the proposed coating manufacturer, primer, intermediate and finish coats, recommended dry film thicknesses, and color selection process.

### **Observation During Work:**

- If additional deterioration is uncovered during the work, including loose bolts, visible section loss, cracked steel, or other conditions not readily visible during an initial assessment, the contractor shall document the condition and provide written recommendations and pricing before performing any extra work.

### **Site Protection and Public Safety:**

- The contractor shall be solely responsible for protection of the public during the work and shall maintain the site in a safe condition at all times. The Town desires the project to be completed with minimal disruption to park operations.

### **SUMMARY OF REQUIREMENTS:**

1. Complete construction of the fire tower restoration, recoating, and the associated site work.
2. During the course of the work, note any other problem areas that are found and provide recommendations for repair action and the cost to the Town. The Town will evaluate the recommendation and cost and determine whether to provide an authorization to proceed after evaluation of the firm's recommendations.
3. Provide construction management services as required during the project.
4. All products used shall comply with applicable laws, codes, standards, and manufacturer recommendations for their intended use.
5. The contractor shall not paint over required signage. Signage shall be protected in place or removed and reinstalled after the work is complete.



6. Paint application shall be uniform and free of runs, sags, spotting, and other surface defects. Any failed or deficient work shall be corrected at the contractor’s expense.
7. All work performed, methods used, and equipment employed shall conform to applicable federal and state occupational safety requirements.
8. Cleanup must be completed daily and upon final completion. Ladders, tools, materials, and equipment shall be properly secured or removed at the end of each workday.
9. The contractor shall fully guarantee all work, materials, and parts furnished and installed under this contract for one (1) year after completion, unless a longer manufacturer warranty is offered.
10. The Town desires all work to be completed in a way that does not interfere with regular Town Operations. This may mean second or third shift and/or weekend work. The Town will work with the firm to determine the appropriate timing and schedule for the work.

Please include any exclusions you’ve made in your proposal.

**KEY DATES**

<b>Event or Requirement</b>	<b>Date and Time</b>
RFP Posted to Town’s Website	<b>May 21<sup>st</sup>, 2026</b>
Current site visit	<b>Open to the Public</b>
Deadline for submissions of questions due via email to admincoordinator@strathamnh.gov	<b>June 8<sup>th</sup>, 2026</b>
Responses to comments and questions posted to Town’s website and distributed to all those who made inquiries	<b>June 17<sup>th</sup>, 2026</b>
Proposals Due (via paper or electronically)	<b>June 26<sup>th</sup>, 2026</b>
Opening of Proposals	<b>June 29<sup>th</sup>, 2026</b>
Contract Execution	<b>July/August 2026</b>

**MANDATORY SUBMITTING FIRM REQUIREMENTS**

Submitting firms are required to assume responsibility for all services offered within the firm’s proposal regardless of whether they are produced “in-house” or performed through a sub- contract arrangement. The submitting firm will provide the name of a project manager who will serve as the sole point of contact regarding contractual matters, including payment of all contract costs and fees.

**PROPOSAL FORMAT / EVALUATION CRITERIA**

In order to ensure a uniform review process and obtain maximum degree of compatibility, it is required that the proposals be organized in the manner specified below.

1. Title page: The submitting firm should identify the RFP subject, the name of the contractor, local address, telephone number, name and title of contact person and date of submission.
2. Table of Contents: Provide clear identification of the material by section and by page number to include the scope of work and material specifications.



3. Company History and Qualifications: Briefly describe your company's history and any relevant experience for this project.
4. References: List at least three (3) client references for whom similar work has been completed (see attached reference sheet).
5. Costs: Describe the costs for the services, equipment, materials and installation. Describe the payment structure for the project, required deposits, progress payments, etc. that you propose for the project work requested within this RFP.
6. Subcontractors: Provide a list (including name, address, contract information and principal contact at each Subcontractor) of any subcontractors you will use in performing the work for the Town.
7. Warranty: Provide terms, conditions and length for all warranties on labor and materials.

## **SELECTION CRITERIA**

A selection committee will score proposals based on the following factors:

1. The proposal's responsiveness to the RFP, including the format of the proposals, capabilities of the firm, professional and technical approaches, clarity, and demonstrated ability to lead the project.
2. The ability of the firm to address the project scope and core competencies outlined in this RFP.
3. Innovation and creativity in the proposal's approach to the project.
4. A proven track record of working with clients to navigate comparable efforts, overcome impediments, and successfully complete projects on time and within budget.
5. The capabilities and experience of the Project Team.
6. Cost Proposal

## **RESERVATION OF RIGHTS**

The Town of Stratham reserves the right to reject any or all proposals or accept the proposal the Town deems to be in its best interest. The Town of Stratham assumes no responsibility or liability for costs incurred by consultant teams in responding to this RFP or in responding to any further request for interviews, additional data or information, or clarification of any items included in the proposal. The Town reserves the right to request additional data or information or that the firm provide the Town a presentation in support of written proposals. The Town further reserves the right to:

- Not award a contract for the requested services;
- Waive any irregularities or informalities in any proposals;
- Accept the proposal deemed to be the most beneficial to the public and the Town;



- Negotiate and accept, without advertising, the proposal of any other respondent in the event a contract cannot be successfully negotiated with the selected firm; and
- Retain products submitted by respondents for its own use at its sole discretion.

## GENERAL INFORMATION

1. Interview: The submitting firm may be required to make a presentation of their proposal. This will provide an opportunity to clarify or elaborate on the proposal, but will not, in any way, provide an opportunity to change any cost or fee amount originally proposed. Should the Town choose to schedule presentations, the submitting firms will be notified of time and location.
2. Modifications: The Town will allow both submittal modifications and withdrawals up to the RFP's closing time.
3. Request for Additional Information: The submitting firm will furnish clarifying information if requested by the Town.
4. Acceptance/Rejection/Modification to Proposals: The Town reserves the right to negotiate modifications to proposals that it deems acceptable, reject any and all proposals, and waive minor irregularities in the proposals and/or Town procedures.

## OTHER DEFINITIONS, CONTRACT TERMS AND CONDITIONS:

Contract Documents – The contract documents shall consist of the “Stratham Hill Park Fire Tower Restoration and Protective Recoating”, all documents submitted by the firm in satisfying this request, and a signed contractual agreement executed in a form approved by the Town.

Default – The Town shall have the right to declare the firm in default if (a) the firm becomes insolvent; (b) the firm makes an assignment for the benefit of creditors; (c) a voluntary or involuntary petition of bankruptcy is filed by or against the firm; or (d) the firm is unable to provide evidence of required insurance coverage as set forth below. Further, the Town may declare the firm in default if it fails to perform as required by the contract and such failure continues after notice is provided to the firm and it fails to cure the default. If the firm is declared in default or is in breach of the contract for any reason, the Town shall have the right to terminate the contract.

Firm – Any combination of the firm and its respective sub-contractors that will provide the services requested. All subcontractors will be required to provide evidence of insurances and name the Town as an Additional Insured in the same way as the submitting firm.

Indemnification – The firm must agree to defend, hold harmless, and indemnify the Town, their officers, agents and employees against any and all claims, or injuries to any person or entity, arising out of the actions of the firm, its officers, agents, or employees arising from or related in any way to its contract with the Town.

Liability Coverage – The successful Firm will be required to provide certificate(s) of insurance as follows:

- General Liability in the amount of \$1,000,000 per occurrence; \$3,000,000 aggregate



- Automobile Liability in the amount of \$1,000,000 combined single limit
- Workers' Compensation per State of NH Statutes
- Professional Liability in the amount of \$1,000,000

*The Town of Stratham is to be named as an additional insured.*

Certificates of insurance naming the Town of Stratham as an additionally insured entity must be filed with the Town Administration Office within two weeks of the award of the contract. The firm shall provide no less than thirty (30) days prior notice of insurance cancellation, or any material change in coverage.

Non-Appropriation – Any contract shall include a non-appropriation clause which states, “In the event that sufficient funds are not appropriated for project completion and other requested services during the ensuing fiscal year, the Town of Stratham may terminate this agreement by written notice within thirty (30) days of adoption of the budget for the fiscal year in question, and the agreement shall be terminated effective immediately.”

Non-Transferable – The firm shall not have the right to transfer or assign the contract to any other person, company or corporation.

Payment Terms – To be determined. If, in the opinion of the Town, the quality of service is unsatisfactory or if any other non-performance or sub-standard issues arise, payment may be withheld, and/or the contract may be terminated. The amount and withholding period are at the discretion of the Town.

Termination for Performance – The contract may be terminated at any time by the Town for unsatisfactory performance. In such case, the Town will provide written notice to the firm citing the unsatisfactory performance and giving the firm ten (10) working days to improve its performance to the satisfaction of the Town. If the firm's performance does not improve to the satisfaction of the Town, the contract for services may be immediately terminated by the Town.

Termination Options – In the event the Contract is terminated, the Town reserves the right to employ another firm to complete the term of this agreement. The original firm shall be responsible for any extra or additional expense or damage suffered by the Town. In that event, the firm shall be required to indemnify the Town of Stratham for any loss that may be sustained.



## Town of Stratham Request for Proposal

### Stratham Hill Park Fire Tower Restoration and Protective Recoating

#### LIST OF REFERENCES

***IMPORTANT: This form must be returned with the bid proposal form.***

1. Name of Client/Company:

Address:

Contact Person/Title:

Telephone Number:

Email Address:

2. Name of Client/Company:

Address:

Contact Person/Title:

Telephone Number:

Email Address:

3. Name of Client/Company:

Address:

Contact Person/Title:

Telephone Number:

Email Address:

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Title \_\_\_\_\_



**Town of Stratham Request for Proposal**  
**Stratham Hill Park Fire Tower Restoration and Protective Recoating**

**RFP Receipt Acknowledgement**

Contractor Name: \_\_\_\_\_

Contractor Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Contact person's E-mail Address: \_\_\_\_\_

Date RFP Acquired: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_